

**Judge's Chambers Complete this section**Please print or type **all** information

Paralegal, Secretary, or Administrative Assistant's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Court Location: \_\_\_\_\_ Judge's Name (printed) \_\_\_\_\_

Judge/Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Separation**

Last Day of Employment: \_\_\_\_\_ (Last day on payroll)

**PERSONAL IDENTIFICATION DATA**Name: \_\_\_\_\_  
First MI Last

SS No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**If your address has changed please attach address change forms for Central Payroll and Health Benefits** (if you have benefits).  
Forms may be found at [www.mdcourts.gov/hr](http://www.mdcourts.gov/hr) -- under quick links – address changes. If your address changes any time prior to year end, please send the payroll address change form so your W-2 will be mailed to the correct address in January.

Home Address (Street and Number): \_\_\_\_\_

City, County, State & Zip Code: \_\_\_\_\_  
City County State Zip

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your last day on payroll will be the "**separation**" date shown above.**Any health benefits will continue through the end of the time period covered by your last premium deduction.**

([http://compnet.comp.state.md.us/Central\\_Payroll\\_Bureau/CPB\\_Static\\_Files/FY%202012%20REGULAR%20PAYROLL%20SCHEDULE%20revised%206-8-11.pdf](http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/FY%202012%20REGULAR%20PAYROLL%20SCHEDULE%20revised%206-8-11.pdf))

**COBRA** information will be mailed directly to your home address from the Health Benefits Unit at the Department of Budget and Management in Baltimore.

Return the original form to: Connie Winkel, Law Clerk Coordinator  
Maryland Judiciary  
580 Taylor Ave., A-1  
Annapolis, MD 21401

A two week advance notice of separation is customary in business. You may fax a copy prior to mailing, if the separation date is within five (5) working days. 410-974-2849

**The Maryland Judiciary is an Equal Opportunity Employer****HR Use Only:**

PIN: \_\_\_\_\_ Confirm End Date: \_\_\_\_\_